

CONFIDENTIAL

CONFIDENTIAL10 February 1946CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE [REDACTED]

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ACTIVATION OF THE SECRETARIAT, NATIONAL INTELLIGENCE AUTHORITYReferences: a. N.I.A. Directive [REDACTED]  
b. N.I.A. Directive [REDACTED]

1. Pursuant to paragraph 10 of N.I.A. Directive [REDACTED] the Secretariat of the National Intelligence Authority is hereby constituted and activated as a unit within the Central Intelligence Group. This unit will also serve as Secretariat for the Central Intelligence Group and the Intelligence Advisory Board.

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2. The Secretary, National Intelligence Authority, will be responsible directly to the Director of Central Intelligence, but the personnel of the Secretariat will be carried on the roster of the Administrative Section in accordance with paragraph 3 b of N.I.A. Directive [REDACTED] For the present, the Secretariat will consist of the Secretary, one Assistant Secretary, one Administrative Assistant, and one stenographer.

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3. The Secretariat will perform the following functions:

a. Make necessary preparations for and attend all meetings of the National Intelligence Authority and the Intelligence Advisory Board.

b. Record the minutes of the proceedings of the National Intelligence Authority and the Intelligence Advisory Board when meeting by themselves or with other agencies.

c. Take such action as may be appropriate to disseminate and initiate the implementation of decisions and policies of the National Intelligence Authority, the Central Intelligence Group, and the Intelligence Advisory Board.

d. Refer to appropriate individuals or units within the Central Intelligence Group any matter regarding the policies of the National Intelligence Authority or the Central Intelligence Group which can be handled without reference to the Director of Central Intelligence or which requires

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*Effective until cancelled or superseded per CIG Memo dated 30 June 1947.*

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e. Follow up action taken in accordance with c and d above in order to assure that appropriate effectuating measures have been or are being taken, and maintain a record thereof.

f. Maintain status reports showing the status of all papers under consideration by the National Intelligence Authority or the Intelligence Advisory Board.

b. Review all papers and correspondence prepared for transmittal by the Director of Central Intelligence to the members of the National Intelligence Authority and the Intelligence Advisory Board, individually or collectively, to insure that such papers and correspondence are as clear and concise as possible, are responsive to directives, and are consistent with existing policies. If, in his opinion, any revision is necessary, the Secretary is authorized to change the form but not the substance of these papers. If he considers a change in substance necessary, the Secretary will refer his proposed revision to the originating individual or office for concurrence prior to submitting the revision to the Director of Central Intelligence.

h. Receive all papers and correspondence addressed to the Director of Central Intelligence from any member of the National Intelligence Authority or the Intelligence Advisory Board, or, if matters of policy are involved, from other individuals or agencies. The Secretary will transmit promptly such papers and correspondence to the Director, together with his recommendations as to their initial disposition.

i. Arrange for the reproduction and distribution of all official papers of the National Intelligence Authority, the Central Intelligence Agency, and the Intelligence Advisory Board, and maintain a record thereof.

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j. Advise and assist the other units of the Central Intelligence Group in all matters of policy.

k. Perform such other functions as the Director of Central Intelligence may assign.

SIDNEY W. SOUERS,  
Director.

DISTRIBUTION:

Intelligence Advisory Board  
All C.I.G. Personnel

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ACTIVATION OF THE SECRETARIAT, NATIONAL INTELLIGENCE AUTHORITYReferences: a. N. I. A Directive No. 1.  
b. N. I. A. Directive No. 2.

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL  
CANCELLED OR SUPERSEDED

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